



State of Arizona
Department of Education

Jaime A. Molera
Superintendent of
Public Instruction

SPED 02-37

M E M O R A N D U M

March 19, 2002

TO: Coordinators of Gifted Education

FROM: Carolyn Kehlor Carr, Ed.S.
Coordinator of Gifted Education
Exceptional Student Services

RE: Advanced Placement Project

Dated Material: Open Immediately

Under a grant received by the Arizona Department of Education from the U.S. Department of Education, your district or charter's Advanced Placement Program may be reimbursed at a rate of \$49.00 per exam for Advanced Placement exams given to low-income students this spring, according to the terms of the grant as defined by the U.S. Department of Education grant award. The terms are outlined in the enclosed material that was sent to the AP Coordinators in Arizona. If a district or charter participates in this program, then the LEA fee and the College Board fee are waived so that low-income students may participate. Private school students are not eligible for this grant. Other services that will be offered under this grant will be sent to you in a separate mailing.

Fee waivers are to be given solely to students who meet low-income criteria as determined by free and reduced lunch guidelines and other criteria set forth by the College Board that define "low income." Please find enclosed a document called Advanced Placement Program (AP) Examinations Fee Reduction Policy for 2002. This document will assist you in determining which students are eligible under the low-income criteria. In accepting the funds, the gifted coordinator and the superintendent are asked to sign the enclosed assurance statement. Please note that if your district participates in this project, it agrees to waive the \$7.00 administration fee per exam. Likewise, the College Board will waive the \$22.00 per exam for each exam administered under this project where your district has received written approval from the Gifted Office.

Funds provided under this program must be used to supplement and not supplant other non-Federal funds that are available to assist low-income individuals in paying advanced placement test fees (20 U.S.C.1070a-11, note (d)(2)).

This is the second year of the project. To expedite processing of these Advanced Placement Exam Waiver funds, I am sending this fund announcement to the Director of Gifted Education in each district and charter. The Director of Gifted Education can communicate with others to streamline processing. By having the Director of Gifted Education communicate with the Gifted Office of the Arizona Department of Education, processing will be

quicker and more coordinated than if the Gifted Office were to respond to many people who are interested in this project within each charter or within each school system.

The mechanics of approving your request are as follows: Applications will be approved on a first come, first served basis. Please send me a fax, e-mail or letter indicating how many Advanced Placement Waivers you need for participating students on free and reduced lunch or who meet the low-income guidelines that are enclosed. Submit the enclosed assurance with your signature and the superintendent's signature. Also submit a list of those AP students who meet low-income guidelines that you expect to serve through this grant and the number of Exams per student. I will approve your application and send you written approval that these grant funds are approved for your use. Through an agreement with the College Board and the Arizona Department of Education, the College Board will send me a master list of all students who have taken Exams under this project. After the College Board sends me the exam scores for Arizona's low-income students, I will cross check your original list against the College Board list to reconfirm payment. This will streamline the billing and payment process for you.

Applications are due now for the Advancement Placement Exam Fee Waivers under this project and will be accepted up until April 30, 2002. Requests will be approved on an ongoing basis starting now on a first come, first served basis, as mentioned. Funds will be awarded on a continuous basis until the grant funds for Advanced Placement project are exhausted. Again, you will receive written confirmation to assure you that your district's or your charter's request for AP Exam Waiver Fees has been approved.

Note of Appreciation

In one of my past general letters to the Directors and Coordinators of Gifted Education, I mentioned that the assistant for Gifted and I have our voice mails systems set up for one hundred twenty five messages. We clear the system hourly and often, more frequently. It is not unusual for me to have twenty to sixty e-mails and calls on any day. I asked the Directors and Coordinators to alert me by phone, fax or voice mail when a request was urgent. In addition, for fiscal calls, I had requested that the name of the district be noted, the contact person, the telephone number, the CTD number along with the need. For program issues, I mentioned it would be helpful to have the contact person's full name, the district name, the phone number and the issue(s) to be discussed. Your support and patience with these suggestions is greatly appreciated. Thank you again for the teamwork with this process.

If you have any questions or concerns, please feel free to call Kimberly Podpah, program assistant for gifted education, at (602) 542-3185 or me at, (602) 364-4022. The fax number is (602) 542-5404. My e-mail address is ccarr@ade.az.gov. Kimberly's e-mail address is kpodpah@ade.az.gov.

CC/kp

cc: Superintendent
High School Principal
AP Coordinator
International Baccalaureate Coordinator

Enclosure